

# NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY

*Visit our home page at [www.nga.mil](http://www.nga.mil).*

Our Mission:

NGA provides timely, relevant, and accurate  
Geospatial Intelligence in support of national security.

Our Vision:

*Know the Earth...Show the Way*

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## VACANCY ANNOUNCEMENT

Announcement Number: 046054

Opening Date: December 8, 2003

Closing Date: December 26, 2003

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POSITION TITLE & SERIES: Staff Officer, NI-03 or NI-04

PAY BAND & SALARY RANGE: Band 03 \$48,451 - \$ 79,363  
Band 04 \$69,054 - \$111,527

DUTY STATION: Bethesda Md

AREA OF CONSIDERATION: All Sources

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### ASSIGNMENT DESCRIPTION

Staff Officers independently perform a wide range of functions and tasks which require vision, leadership, and proficiency in developing, explaining, and implementing policy. The skill of problem identification, analysis, and resolution is central to the effective conduct of their activities as is the ability to work from an Agency perspective. They develop pertinent information and communicate it to varied audiences (e.g., NIMA, DoD, IC, Federal government, Congress, the media, the public, the international community, and private industry) in a timely and appropriate manner.

ADDITIONAL INFORMATION PROVIDED BY SELECTING OFFICIAL: The incumbent works independently, reporting directly to the Assistant Inspector General for Plans and Programs, and is responsible for all aspects of NIMA's external audit liaison and followup function with the General Accounting Office (GAO) and Department of Defense Inspector General (DoD IG). This is a high visibility assignment and includes determining NIMA technical points of contact (POCs), establishing entrance and exit conferences, working with external auditors, senior executives, and NIMA technical POCs to ensure efforts are properly coordinated; working with technical POCs and senior leadership to develop and prepare NIMA responses for the Director's signature on all draft and final audit reports; and preparing quarterly reports on open audits for senior leadership and other external audit requests for NIMA information or access into NIMA. Incumbent will also develop performance metrics and conduct trend analyses for external audit liaison functions. In addition, the incumbent may provide support in the development, preparation, and defense of the OIG Program Objectives Memorandum/Intelligence Program Objectives Memorandum (POM/IPOM), budget, strategic and business plans, and other high level strategic requirements of the OIG. The incumbent must have a high level of initiative, be a self-starter, flexible, and highly motivated, as the individual will play a critical role in the development of the new OIG Plans and Programs Division.

### MANDATORY QUALIFICATIONS

#### Skills

Organizational Representation; Oral Communication; Briefing and Oral Presentation; Planning and Scheduling; Problem Identification, Analysis and Resolution

#### Knowledges

NGA mission, vision, goals, and values; Problem-solving processes and techniques; DoD organizational structure, mission, goals, and priorities; NGA external coordination and approval processes; NGA internal coordination and approval processes

### DESIRABLE QUALIFICATIONS

#### Skills

Resources Defense; Customer Service; Interpersonal Relationship Development/Networking; Negotiation/Mediation; Non-technical Writing; Leadership; Implementation Management

#### Knowledges

NGA products and services; Intelligence Community (IC) membership, mission, goals, and priorities; Program Objective Memorandum (POM/IPOM) process; Customer service principles; Cost-benefit analysis techniques; NGA organizational units' missions and functions; Decision-making processes; Project management techniques (e.g., scheduling, resource estimation, impact assessment); Strategic planning concepts/trend analysis; Joint Military Intelligence Program (JMIP) and National Foreign Intelligence Program (NFIP) appropriated funds procedures; Program management concepts, principles and practices; U.S. Federal Government structure and agency missions; Corporate goal, vision, and direction setting techniques; Change management principles; Civilian agencies' (e.g., USGS, DoS)

organizational structures, missions, goals, and priorities

Education/Experience

Education and/or experience in accounting, auditing, audit liaison, financial management, project management, and strategic and business planning is a plus. Applicant should have strong oral and written communication skills. A strong working knowledge of the NIMA and Intelligence Community organizations is a plus. Since this is a fast paced assignment with very tight deadlines, the successful candidate must be able to handle multiple assignments at one time, in a highly efficient and effective manner.

**NARRATIVES REQUIRED:** The following request for narratives will supplement the information contained in the applicant's resume. Applicants must submit copies of their last TWO PERFORMANCE APPRAISALS and a maximum one-page narrative (one side only) on each of the following KSAs. Entire narrative CANNOT exceed five pages. Pages exceeding the five page limit will not be considered. The KSAs are:

1. Ability to coordinate all aspects of an external audit liaison program, under very short timeframes, consistently producing high quality products.
2. Knowledge of Federal, DoD and/or NIMA policy directives, instructions, regulations and guidelines pertaining to external audit liaison, strategic and business planning, and financial management.
3. Ability to communicate effectively orally with all levels of management, internal and external to agency/organization.
4. Ability to communicate in writing, to prepare written factual reports, briefings, correspondence, and technical documents of record in a clear and concise manner.
5. Ability to establish and maintain effective working relationships at all levels, internal and external to the agency/organization.

SPECIAL INFORMATION

- ☒ Two Year Probationary Period
- ☒ U.S. Citizenship Required
- ☒ Position Subject to Drug Testing
- ☒ Security Clearance Required
  - ☐ Secret
  - ☒ Top Secret
  - ☒ Sensitive Compartmented Information
- ☐ Polygraph Test Required
- ☒ Direct Deposit Required
  - (Condition of Employment)
- ☐ Physical Examination Required
  - ☐ Color Vision Required
  - ☐ Stereoscopic Vision Required
- ☐ Permanent Change of Station (PCS)
  - includes travel/transportation expenses
  - (pending available funds)
- ☐ Shift Work
- ☐ Safety Gear/Equipment
- ☐ Financial Statement Required
- ☒ Travel Required
  - ☒ Occasional
  - ☐ Frequent
  - ☐ Overseas

NOTES:

1. NGA positions are in the Excepted Service under 10 USC 1601 appointment authority. All candidates and their immediate family members (i.e., spouse, parents, siblings, children and cohabitants of the individual requiring the security clearance) must hold United States citizenship to obtain the required security clearances. Candidates are subject to a thorough background investigation and may be required to undergo a medical examination. Some positions may also require a polygraph examination. All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment. Employees are required to sign an agreement not to disclose, in any fashion, classified information to unauthorized persons. Participation by civilian employees in the DOD Direct Deposit/Electronic Fund Transfer of Pay Program is required.

2. NGA IS AN EQUAL OPPORTUNITY EMPLOYER. Applicants are assured of equal consideration regardless of race, sex, age, religion, color, national origin, lawful political affiliation, marital status, sexual orientation, membership in an employee organization, or nondisqualifying physical or mental disability.

3. This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Human Resources at (314) 263-4888 or DSN 693-4888, extension 138.

4. NGA has implemented pay banding for all former General Schedule (GS) employees. The NGA system consists of five pay bands and does not include regularly scheduled within grade increases. Annual performance evaluations determine the amount of increase within a pay band an employee will receive. The annual promotion process determines those employees who move to a higher band. The \*basic salary ranges and equivalent GS grade levels for the five pay bands are:

Pay Band 01	\$15214	-	\$39685	(Equivalent to GS-01 through GS-07)
Pay Band 02	\$32158	-	\$53459	(Equivalent to GS-08 through GS-10)
Pay Band 03	\$42976	-	\$70395	(Equivalent to GS-11 through GS-12)
Pay Band 04	\$61251	-	\$98924	(Equivalent to GS-13 through GS-14)
Pay Band 05	\$85140	-	\$116358	(Equivalent to GS-15)

\* These are the basic pay amounts. The Federal government has established numerous pay localities to provide locality pay adjustments that add to total pay according to geographic duty locations.

HOW TO APPLY/WHAT TO SUBMIT: In order to receive FULL consideration, all of the following documentation must be received by December 26, 2003

1. Chronological resume (maximum of two pages, pages exceeding the two page resume limit will not be considered) showing SSN, Citizenship, and specific duties and specific dates pertinent to past positions held and description(s) of experience to ensure full consideration. **(NGA uses an automated resume referral system. SF 171/OF 612, Application for Federal Employment, will NOT be accepted).** Resumes may be emailed via the Internet to hrjobs@nga.mil. The resume must be included in the BODY of the email message, do not send the resume as an attachment. **INDICATION OF YOUR SOCIAL SECURITY NUMBER AND CURRENT CITIZENSHIP ARE MANDATORY. Failure to provide this information will result in loss of consideration for this position.** See Privacy Act Statement.

NGA does NOT accept attachments of any type. If more than one resume and/or narratives are required, the COMPLETE application (resume, narratives, DD214, SF50, transcripts, etc) will need to be faxed OR mailed instead of applying by email. The application must be received by the Announcement closing date.

2. Should any specific supplemental information be requested (normally found under paragraphs NARRATIVES REQUIRED and/or QUALIFICATIONS), submit them with your complete application package (See #1 above for attachment restrictions). Examples of such specific supplemental information include narrative statements.

3. Please let us know how you learned of this employment opportunity.

_____ INTERNET WEB SITE	_____ ADVERTISEMENT
_____ www.usajobs.opm.gov	_____ Newspaper
_____ www.nga.mil	_____ Magazine
_____ www.monster.com	
_____ OTHER (PLEASE SPECIFY)	

4. Current or former Federal employees must submit a copy of SF 50, Notification of Personnel Action that documents current/last permanent position title, series, grade, and salary. If you received a separation incentive, you must submit the SF 50 which documents the amount of the separation incentive.

5. Applicants claiming veterans' status/preference must submit a copy of DD Form 214, Certificate. Release or Discharge from Active Duty, SF 15, Application for 10-point Veteran Preference, and/or other information documenting veterans' status/preference eligibility for consideration.

All applicable documents must be submitted as a complete application package. Completed forms should be sent (or faxed 314-263-4977) to:

NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY  
ATTN: HUMAN RESOURCES/MAIL STOP L-28 (ANNCT #046054 )  
3838 Vogel Rd  
Arnold, MO 63010-6238

Commercial Telephone: 314-263-4888

DSN: 693-4888

Toll Free: 1-800-777-6104

COPIES OF VACANCY ANNOUNCEMENTS (to include qualification requirements and application procedures) ARE AVAILABLE BY CALLING: Human Resources at (314) 263-4888 or DSN 693-4888, extension 138. Users of the TDD system may use 314-263-4277 (Commercial) or 693-4277 (DSN) to access our TDD line between the hours of 8:00 a.m. and 3:00 p.m. (CST)

#### Privacy Act Statement

Authority: 5 U.S.C. sections 3301, 4118, 8347; 10 U.S.C. sections 1601-02; and Executive Orders 9397, 9830 and 12107.

Principal Purpose: This information is needed to ensure the accuracy of critical data in each employee/applicant record. The records have various uses by the agency, including screening qualifications and determining status, eligibility and rights and benefits under pertinent laws and regulations.

Routine Uses: Information may be disclosed in accordance with the routine uses established for OPM/GOVT-1, General Personnel Records, which permits disclosures to be made to the Equal Employment Opportunity Commission, the Department of Justice, to law enforcement agencies, and other Federal and state agencies.

Disclosure: Disclosure is voluntary. However, failure to provide your Social Security Number, as well as all other required information, will disqualify you from further employment consideration.

## RESUME INSTRUCTIONS

1. Include your name, social security, and the announcement/advertisement number, if appropriate, on each page of your resume.
2. Resumes that cannot be appropriately scanned and processed will be returned.
3. Limit typed resumes to 2 pages. Pages exceeding the two page resume limit will not be considered.
4. Use black ink on 8.5 x 11 inch white, bond paper. Print on one side only.
5. Do not condense spacing between letters.
6. Use minimum 1/2 inch margin (top, bottom, right, and left).
7. Must use Arial standard typeface, 10 or 12 pitch.
8. Do not use fancy treatments such as italics, underline, bold, shadows, and reverse type (white letters on black background).
9. Type your name and social security number, i.e., John Jones - 123456789, on each page of the resume in the top left corner. **INCLUSION OF YOUR SOCIAL SECURITY NUMBER IS MANDATORY.** See Privacy Act Statement.
10. Include country(ies) in which you have citizenship.
11. Avoid vertical and horizontal lines, graphics, and boxes.

## RESUME FORMAT

NAME (First, MI, Last)  
Home Address (abbreviate State)  
Home Phone  
Work Phone  
Primary Email Address  
Include the country(ies) in which you have citizenship (**MANDATORY**)

Mailing Address (if different from home address)  
Social Security Number (**MANDATORY**)

Announcement Number

EXPERIENCE: (Begin with current position and list only those positions which you feel are relevant)  
ALL DESCRIPTIONS OF EXPERIENCE MUST INCLUDE THE FOLLOWING INFORMATION:

- . Employer's name and address
- . Start and end dates (month and year)
- . Position title and current salary
- . Supervisor's name and phone number
- . All major tasks
- . All systems you have worked with or on
- . Any software program(s) or hardware you have used
- . Any specialized equipment used
- . Any special program(s) managed
- . Regulations, directives, technical orders, instructions, etc., you have worked with, implemented, researched or developed that are pertinent to your career path
- . All other relevant information you would like to include

Years of experience may be grouped together, if they are the same or similar in nature. Only experience that you believe is relevant to the positions for which you desire consideration needs to be included in your resume.

### EDUCATION:

List completed degree, major field of study, full name of college or university, month and year earned, overall grade point average.

Example:

M.S., Geological Sciences, American University, May 1985, GPA 3.75

Note: A transcript must be submitted with resumes.

### LANGUAGES:

List any languages/dialects that you can speak, read or translate. Please indicate fluency/proficiency for each.

The following languages are desired:

Albanian	Hindu	Pashto	Slovak
Arabic	Hungarian	Persian	Spanish
Chinese	Indonesian	Portuguese	Turkish
Czech	Italian	Romanian	Ukrainian
French	Japanese	Russian	Urdu
German	Korean	Serbo-Croatian	Uzbek

### LICENSES AND CERTIFICATES:

List any licenses and/or certificates received that are relevant to this position.

### TRAINING - AWARDS

List any training courses completed and awards received that you consider valuable and relevant to your career goals. (Include dates if possible.)